**Job Description**

**Grounds Operative / Cleaner**

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| **Job Details** |

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| Reporting to: Office Manager |  | Date: 1st July 2018 |

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| Department: Car Spares and Metal Recycling |  | Location: Wokingham |

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| Responsible for: Grounds maintenance and cleaning duties |

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| **Job Summary** |

To provide an efficient maintenance service for the A1 Car Spares and Metal recycling at the yard in Wokingham includes ensuring the yard area is clean and tidy and in line with Company H&S requirements reporting directly to the Office Manager

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| **Key Responsibilities** |

* Ensuring site maintenance projects are completed in a timely manner
* Working in a safe and controlled manner whilst undertaking various duties
* Ensuring all equipment used in conjunction with the role is safe to operate
* Ensuring correct PPE is worn at all times
* Ensuring all yard defects are repaired in a timely manner
* Keeping work areas clean and tidy
* Any other reasonable task required by the company

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| **Key Skills** |

* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team and with limited Supervision
* Good product knowledge upon completion of in-house training
* Performing support and maintenance duties in a workshop and yard environment
* Involved in lifting operations when required

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name: |  | Date: |

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| Signature: |

**Manager:**

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| Name: |  | Date: |

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| Signature: |